



## Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

### Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

### Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

### Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

**Position:** Assistant Director, Legislation & Policy (Executive)  
**Division:** Legislation & Policy

**Location:** Olympia, WA  
**Notice:** EMS 06-0007

**Opens:** August 8, 2006  
**Closes:** August 22, 2006

### Legislation & Policy Division Profile:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

Under the direction of the Senior Assistant Director – Tax Policy, the Assistant Director of Legislation and Policy manages the legislative programs for the agency. This position manages the agency's legal and policy analysis of legal development and advisory functions, for both internal and external customers, including the Office of Financial Management and the Governor's Office and all agency divisions.

### Primary Duties:

Oversee and provide leadership to division management team and staff. This responsibility includes, but is not limited to the following:

- Advise Executive and Governor's Office on sensitive policy issues, particularly in regard to issues of simplification, fairness, or unintended consequences, and provides recommendations and proposed solutions for problems. Direct implementation of selected recommendations/solutions.
- Train agency divisions on new tax laws.
- Advise Executive, Governor's Office, and Legislature on proposed legislation.
- Direct policy/legal portions of legislative and other studies, including managing stakeholder work and outreach.
- Direct agency legislative program, including monitoring, analyzing, and drafting legislation and proposed legislation, including agency requests.
- Provide testimony and negotiate changes in proposed legislation.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

**WORKING TOGETHER  
TO FUND  
WASHINGTON'S  
FUTURE**

- Coordinate implementation of passed legislation.
- In conjunction with the Office of Financial Management provide policy analysis of funding proposals.
- Direct interdivisional and interagency projects as assigned.
- Manage division fiscal and human resources.

### Compensation:

\$77,526 - \$93,032 annually (EMS 4), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### Desired Qualifications (Knowledge, Skills & Abilities):

Strong working knowledge of Washington's tax statutes, rules, and other tax policy documents and of the agency's administrative processes for assessing, collecting, processing, auditing and accounting for state and local taxes and other programs administered by the Department of Revenue.

A thorough understanding of the legislative process, both formal and informal, as well as other government and political processes, including rule making, functions and programs of other state agencies and local agencies. Good general knowledge of major local, state, national, and international business, economic, political and tax trends and issues.

The ability to budget and manage the fiscal and human resources of the division to provide quality tax policy analysis and other services on a large array of complicated issues to the Governor's Office, the Director, and the Legislature, other state agencies, and the other divisions of the agency.

Provide the highest level of analysis and recommendations to the Governor's Office, the Director, the Legislature and others on the most sensitive and complex tax policy issues.

Must have strategic planning skills to help state and agency make necessary allocations and take necessary actions for long range positioning and planning. Must be able to couple tax knowledge and analytical ability with creative thinking in order to oversee high level concepts development on tax policy issues for the Governor's Office, the Director, and others.

Ability to: Effectively communicate both verbally and in writing; successfully analyze organizations, envision, articulate, and promote change and successfully implement internal change; effectively use negotiation, facilitation, mediation, and conflict resolution skills; analyze and position the Division within the

external environment to maximize implementation success and effectiveness; motivate and sustain employee morale; participate, lead, facilitate, and encourage within a team environment. Project management skills and strong multi-tasking abilities are desired.

The successful candidate should have at least a Bachelor's degree involving major study in political science, public administration or closely allied field and three years of tax or regulatory management/leadership experience.

**How to Apply:**

Submit a letter of interest addressing your experience and qualifications relevant to the position, a resume listing name of employer, dates of employment, education, and a minimum of three employment references.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

**Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:**

Submit Applications to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

**Special Note:**

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.